

## **Facilities Manager**

About the Education Achievement Authority: Under the new leadership of the Chancellor, the EAA is committed to being a system of high-performing schools and not a school system. We believe that ALL of our students can and will achieve. We are always looking at ways to improve while enhancing the great work that our teachers, leaders and support staff do on a daily basis. Join our team!

Currently, the EAA runs fifteen schools of which twelve are direct-run and three are operated by a charter.

JOB TITLE: Facilities Manager

REPORTS TO: Chief Operating Officer

Summary of Position:

The Facilities Manager shall oversee, manage and facilitate third party custodial and operational contracts in an effort to ensure the safe and secure functionality of all EAA schools. He/she will collaboratively work with third party custodial and operational contractors to ensure that each school maintain, without fault, a clean, safe and conducive learning environment for all students.

Minimum Qualifications:

- Either: (a) Bachelor's Degree from an accredited educational institution in Administration, Facilities Management, Building Operation and Maintenance or related field; or (b) minimum of ten (10) years of experience in custodial supervision of which five (5) years must include: progressively responsible experience in building mechanical system operation and maintenance, and building repair, contract management within facilities operation or construction, and managing construction and/or operating budgets.
- Strong writing, communication, and presentation skills, with an ability to motivate and inspire a diverse set of stakeholders toward a common goal.
- Exceptional interpersonal skills, with demonstrated success navigating complex environments while building and maintaining relationships, particularly in a time of growth and change.

Responsibilities and Essential Functions:

The Facilities Manager's responsibilities will include, but not be limited to the following:

- Assist in planning, implementing and evaluating third party custodial and operational contractors to ensure that each school maintain, without fault, a clean, safe and conducive learning environment for all students.
- Develop an efficient system for the purchase of needed parts and supplies to ensure timely and efficient repairs.
- Implement procedures to ensure timely response to custodial service needs.
- Implement procedures to ensure timely response to plant maintenance of an urgent nature.
- Assist with the development and monitoring of short- and long-range custodial improvement plans.

- Monitor implementation of standards for custodial services and maintenance of all District educational and ancillary facilities to ensure compliance with all applicable codes, rules and regulations.
- Supervise the maintenance of current inventory of custodial supplies and equipment.
- Supervise the dispersal of required materials and supplies.
- Assist with the development, implementation and review of custodial strategies to ensure a clean and safe quality learning and working environment.
- Assist with correction of maintenance-related deficiencies identified during inspections of facilities and grounds.
- Oversee contracts for maintenance services that are provided by outside vendors.
- Assist with building emergency response and be available via cell and email at all hours.
- Coordinate activities of the department with schools and other departments.
- Coordinate with school principals in identifying and scheduling maintenance activities.
- Respond to inquiries or concerns in a timely manner.
- Provide information to the Chief Operating Office on the status of custodial services and prepare appropriate recommendations.
- Respond to inquiries or concerns in a timely manner.
- Assist with development and implementation of training programs for custodial personnel.
- Keep abreast of new developments in custodial operations and techniques, facility cleaning, maintenance and mechanical systems and techniques to ensure maximum efficiency from operational expenditures.
- Promote and support professional growth for self and others.
- Assist in the development and improvement of specifications and contract requirements
- Represent, consistently, the District in a positive and professional manner.
- Prepare or oversee the preparation of reports and maintain appropriate records.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other duties as assigned by the Chancellor and/or the Chief Operating Officer

Filing Deadline: Posted until filled

Salary: Commensurate with experience

Length of work year: Twelve (12) Months

Effective Date: October 1, 2014

Method of Application: All interested candidates should submit a current resume via e-mail to:

[eaajobs@eaafmichigan.org](mailto:eaajobs@eaafmichigan.org)

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